



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093
MINUTES OF
ANNUAL GENERAL MEETING

14 OCTOBER 2020 at 7PM
Via Google Meet

<p>1.</p>	<p>Welcome</p> <p>Chair Naomi Douglas (<i>ND</i>) welcomed the following people to the meeting and asked each to introduce themselves.:</p> <p>Jon Gray (<i>JG</i> -Head), Charlotte Stewart (<i>CS</i> -Deputy Head), Lucy Weston (<i>LW</i> - Outgoing Treasurer), Elinor Poole (<i>EP</i> -Outgoing Secretary), Hannah Bironzo (<i>HB</i> - Outgoing Comms), Camilla Ip (<i>CI</i> -FOLNEF Coordinator), Gemma Humphrey (Robin parent), Enesto Gomez, Tim Helweg Larsen, Yee Why Ten and Shin Shin (<i>Y/S</i>), Mellisa A, Melanie Witt (<i>MW</i>), Hannah Hughes, Rose Rolle-Rowan (<i>RRR</i>), Sophie Holpford, Mariana Russo (<i>MF</i>), Emma Thomas (<i>ET</i>).</p> <p>Apologies: Chris Graham (<i>CG</i> - Works Party Coordinator)</p> <p>Quorum: EP confirmed AGM quorum was present</p>
<p>2.</p>	<p>Approval of Minutes of previous AGM - ND confirmed that she had read and approved the Previous AGM minutes. Seconded by CS</p>
<p>3.</p>	<p>Chairman's 2019/2020 report (Naomi Douglas)</p> <p>ND is in her first year of being actively involved in FOL. She is keen to develop a positive relationship and good communication between FOL and school. She would like any parents/carers to let her know if they think there is anything they can offer or if they have any ideas for fundraising for the school.</p> <p>ND commented that FOL had experienced a steady increase in attendance of parents and carers at meeting ND attributed this to improvements in FOL's communication the past year and thanked HB for her amazing efforts as Comms Officer. With HB leaving the post, ND was excited to extend a welcome to MR (an experienced Comms person currently on maternity leave who has indicated that she is willing to take over HB's role).</p> <p>ND noted the successful FOL events that did take place in the previous year (monthly cake sales, Halloween disco, low-key winter fair, Quiz night, World book day disco and, most recently under covid conditions, the Rainbow Run).</p> <p>ND also noted that the March lockdown has resulted in reduced revenues and loss of earning potential of big events for FOL like Larkfest. We will need to think creatively to address this whilst remaining safe.</p> <p>ND thanked the current treasurer and secretary who are stepping down.</p> <p>ND is looking forward to regular monthly meetings of FOL going forward (either online or in person) to make sure that 2020/21 is a successful year.</p>
<p>4.</p>	<p>Treasurer's report & presentation of 2019/20 accounts</p> <p>LW acknowledged that with no active FOL fundraising in the 2020 year since March, FOL has been a loss of big earning opportunities such as Larkfest. So a</p>

	<p>corresponding dip in income is reflected in the accounts. On positive note, FOL obtained a number of “restricted” donations amounting to £5,026 (i.e. money donated for a specified purpose) including:</p> <ul style="list-style-type: none"> - Library donations approx £2.5K - Play equipment - Books for Pupil Premium children - Electronic equipment for after-school code club <p>LW noted that with the school being in transition (change of Heads and direction of schools), FOL grant giving has been paused somewhat. She noted that we had:</p> <ul style="list-style-type: none"> - Been able to run the Gamelan workshop thru grants and - Events had taken place in school (at 0 cost of FOL) such as (1) Oxford Playhouse tent and (2) Physics department of Uni of Oxford sessions run in school <p>FOL currently has £31K funds to spend (of which £7.5K are ring fenced for a restricted purpose).</p> <p>LW thanked everyone and urged people to get involved in the year ahead. She recommended looking at the Parentkind newsletter for possible PTA fundraising ideas (particularly in these unusual times). FOL is a member of this PTA association and LW can add people to view newsletter etc</p> <p>JG - thought it wonderful how much FOL has managed to raise this past year despite COVID lockdown and disruption to normal activities.</p>
<p>5.</p>	<p>Approval of 2019/2020 Accounts - Accounts unanimously approved</p>
<p>6.</p>	<p>Work Party Coordinator's report - CG reported it had been a quiet year due to COVID. There had been 3 work parties relating to the library area and outdoor areas before lockdown. He has provided feedback on work party efforts earlier in Sept. EP confirmed his feedback has been passed onto JG to consider how to make best use of volunteer time for work parties in the future and address CG’s concerns.</p>
<p>7.</p>	<p>FOL Non Event Fundraising (FOLNEF) report delivered by Camilla Ip attached to minutes in annexure A to these minutes. CS expressed her thanks to CI for her efforts in the year as Larkrise has experienced substantial donations for the school, particularly the library and the organisation and delivery of the most amazing “world class” science day by CI and other parent volunteers</p> <p>LW reiterated that FOL can earn about £500 pa from Amazon Smile and we need to push the easyfundraising sites to parents/carers and Larkrise community. CS mentioned that the total for the Rainbow Runs now in excess of £1.5K. LW suggests that Larkrise include the Localgiving link when it sends out info about donation to the Run (that way FOL charity can get gift aid). ND would like this easyfundraising and Amazon Smile fundraising opportunities to be stressed in the FOL website and on the Larkrise page and circulated again to new parents. JG asked if FOL currently does the Oxford Lottery? He suggested that this might be worth FOL looking into (as would the school’s lottery scheme).</p>
<p>8.</p>	<p>Friends of Larkrise 2020/2021 Committee</p> <p>a. Chairman - Re-election of ND (Confirmed by 15 votes)</p>

- b. Confirmation of resignation of LW as Treasurer and **election of Incoming Treasurer**: Expression of Interest: **MW - Her appointment unopposed & confirmed by 17 votes**
- c. Confirmation of resignation of EP as Secretary and **election of Incoming Secretary**: Expression of Interest: **ET - unopposed & confirmed by 17 votes**
- d. **FOLNEF Coordinator** - re-appointment of CI **confirmed by 15 votes.**
- e. **Works Party Coordinator** - re-appointment of CG confirmed by 16 votes
- f. **Volunteer Coordinator** - no expression of interest at meeting. ND asked anyone interested to contact her. RRR suggested that a request could be put out in the school's newsletter as she thinks someone might come forward if approached to help in this way. The role is basically to:
 - support the delivery of free school meals to people who are vulnerable
 - delivery of homeschool packs if another lockdown happens.
- g. **Communication / Social Media Coordinator** - confirmation of resignation of HB & election of incoming Coordinator. Expression of Interest: **MR - Election unopposed and approved by 20 votes**

9. FOL (Oxford) - Charity Trustees

- a. Confirmation of resignation of Trustees as at AGM: LW & EP
- b. **Consent to act to be given by proposed incoming Trustees and approval of appointment:**
 - i. JG - Approval given
 - ii. MW - treasurer position carries a trusteeship of the FoL charity. Accepted by MW.
 - iii. ET - secretary position carries a trustee of the FoL charity. Accepted by ET.
 - iv. Other- it was noted that we could have up to 6 trustees but nobody else came forward to become a trustee.

(ND & CS will continue to serve as trustees in 2020/21)

Appropriate forms to be signed by new trustees and changes to Trustee Board to be notified to Charity Commission as soon as practicable.

CS is currently a signatory to the FoL bank account. It was agreed that MW and JG should also become signatories.

10. Larkrise School Proposal: (JG & CS)

- JG discussed what school is focused on up to the end of this term. He then spoke about the plans for the internal and outdoor resources for school for the next 5 years. This is also agreed with Governors. He said that RLT funding has enabled Larkrise to do some work such as building classroom partitions etc to improve internal areas over the summer.
- Now School is focusing on the playground - this is a 3 year project.
- ND proposed that FoL look again at the school wish list from July at the next meeting - mainly books to support the creative curriculum. ND thinks we should be able to agree something on this - just need clear costings from JG
- JG - next focus for school would be some type of outdoor structure or hall. This could be in the form of some type of polytunnel. JG thinks such a

structure could be useful to the school as it could be hired out.

- JG sees the value of parent work parties - Currently the problem with any work at school is the COVID restrictions and the limit of 6 people in a work party. JG suggested we look at last week's Oxford Mail article on Cutteslowe school. Much of the work reported in that article brought about by volunteer work. JG is proposing a volunteer work party day once a month on a Sunday.
- JG wants to help FOLNEF to secure match grant funding. He thinks this can be done with relevant parties e.g. the Nature reserve. He also stressed the need to focus on community based and education facilities in order to access grants.
- JG wants to focus on the outdoors /playgrounds and things that might be able to generate income for the school so that we can get income from renting out facilities. Need to look at income generating projects.
- Also need to look at other parent input i.e. skills, knowledge, contacts. - JG looking for parent skills or contacts with unis, business, industry & commerce, museums etc which might help the school to support kid's learning under the inspire curriculum. Ed already has made some contacts but JG thinks we need to connect school with relevant parents/contact. LW mentioned that CI had managed to make a great contact with someone at the Physics dept at uni and although they seemed willing to do various workshops across the school this appears to have fallen by the wayside. So several possible opportunities for such involvement have been missed. Hard to get people to get on board if they are not followed up at the time they offer skills/connection.
- CI would be happy to collate a list of parent volunteers that could contribute to various different areas of the new curriculum provided it is clear what this may be and teachers are willing to accept parental involvement.
- JG: Ed Finch is ok at the moment in coordinating learning outside the classroom as we are only beginning of working on our new Inspire curriculum. However H thinks that by summer 2021, Larkrise will be ready for FOL /parent input on putting links and contacts together.

11. Any Other Business

A. Outdoor learning structure

Shin Shin & Tim (Year 2 parents) looking at whether it would be possible to construct low cost outdoor spaces/structures to enable kids to spend more time outdoors particularly in winter (and particularly in light of current COVID situation. Outdoors, good ventilation. They would prefer to get school approval to go ahead so as to maybe try and get a structure installed before Xmas. They have done research (Attached in Annexure B). They are thinking of maybe a structure over an area which is twice the size of the assembly hall. Depending on the materials this would range in cost from £10K-£30K. Shin has already collected a couple of pledges of around £5K each so it might be something that could be done by further monetary donations from parents (e.g. easy giving /thru gift aid)

ND believes that school needs to look into this proposal in more detail and get costings. FoL would be willing to support it if school sees it as a priority and put it on their wishlist. It is a large steel structure and would need to be durable.

Also being a structure, RLT would need to look at H&S aspects and whether planning permission is needed (Tim thinks not if it is under 4 m in height according to suppliers he has talked to. The covering is relatively cheap. The steel frame is the greater expense. JG will raise with RLT director & R Forsyth (SBM) to consider practicalities of this.

B. Direct Debits to FOL

Discussion of people making regular payments to the school. ND thinks this should be made available asap. LW explained that Local giving is set up currently for people to make regular donations to FOL and we can get gift aid on it (unlike the school). The downside is that there is an annual fee taken out of the donation. But we would need to have proper processes in place and so a provider which can offer a full service for a small fee would reduce FOL admin whilst still raising money

C. Next Meeting

ND is happy with JG's proposed dates as previously discussed - 4 Nov and 6 Jan.

D. Halloween disco

CS explained roughly her idea for a virtual event (as per Annexure D Below). This would be a virtual film acted out by the teachers. (The case of Mr Gray's missing glasses) Many FOL people seemed keen and RRR will help FOL get a working party together for this. CS will need to discuss more with teachers.

E. Festive show

RRR mentioned Emma Boor's winter show and suggested that this is possibly something Larkrise might be able to do as a school. Emma is offering school packages (she thinks for around £350?). It was agreed this could be a good idea. RRR will forward info to CS. Someone mentioned that a mum in Goldfinch class, Ceri, works with Emma. Ceri is "tiny light theatre"

AGM Meeting Ended

Handover to new Committee:

- *LW & MW will meet on separate date.*
- *EP to meet with ET*
- *HB will meet with MR.*
- *HB will contact each class rep on whats app to get their confirmation that they are happy to accept MR on their whats app group.*
- *EP will get a trustee form to MW & ET to sign.*
- *MW and ET will need DBS checks to become trustees. EP will check procedure with CS.*
- *Safeguarding training for new trustees? CS did this previously. ND to check if it maybe possible for her to do it after main meeting on 4 Nov*

ANNEXURE A

Friends of Larkrise Non Events Fundraising (FOLNEF) Report Presented at the FoL AGM on Wednesday 14 October 2020 By Camilla Ip

Overview

The Friends of Larkrise (FOL) aims to support Larkrise PS by:

1. raising money through events (e.g., Halloween Disco, film nights, World Book Day Disco, a Winter Fayre, a Summer Fayre, a parent quiz night, cake stalls);
2. non-events fundraising (FOLNEF) (e.g., grants; donations; sales of tea-towels, mugs, cookbooks/etc); and
3. coordinating parent volunteers for special interest working parties (e.g., garden work parties, painting/ handy person work parties, library cataloguing work parties) or donations of expert time (e.g., science day).

The FOLNEF working group coordinates (2), and contributes to (3).

The FOLNEF group was started by Lucy Weston in the 2018/2019 year. During 2019/2020, the group has consisted of **Camilla Ip, Danielle Ballantine-Drake and Stu Finch**, supported by several other parent volunteers.

Aims for 2019/2020

- Raise funds to support the School's wish-list presented at the last AGM, held 17 September 2019;
- Secure grants to support outdoor learning and other eco-projects; and
- Opportunistically look for funding opportunities that could fund projects the school School might be interested in.

Achievements for 2019/2020

We have not achieved as much as we'd like due to the coronavirus lockdown, but have still managed to raise over £7,250 and assist the school through volunteer work parties.

Financial assistance through grant funding or donations

PROJECT / DONOR	AMOUNT	SOURCE	TOTAL
Library refurbishment			£2,700
Magdalen College, Uni of Oxford	£300	Donation	
New College, Uni of Oxford	£100	Donation	
Jesus College, Uni of Oxford	£200	Donation	
St John's College, Uni of Oxford	£1,000	Donation	
Exeter College, Uni of Oxford	£100	Donation	
All Souls' College, Uni of Oxford	£500	Donation	
Christchurch (College), Uni of Oxford	£500	Donation	
Microbit processors and robotics equipment			£555
Institute of Physics	£555	Grant funding	
Playground equipment (construction crates, outdoor building blocks, storage carts)			£3,091.10
Councillor Priority Fund 2018/2019 and 2019/2020 (Oxfordshire County Council)			£3,091.10
Grant funding			
Classroom equipment or supplies	£1,500		
Anonymous donor	£1,500	Donation	

Pupil Premium projects	£414.91
Anonymous donor	£414.91 Donation
TOTAL	£7,261.01

Funds have also been raised through donations via the FOL localgiving site (which makes it easier for FOL to claim Gift Aid), and through easyfundraising and Amazon Smile (FOL receives a commission for online purchases made through these schemes, at no additional cost to the buyer).

Non-monetary donations of time, expertise and/or equipment.

An enormous thank you to all the parents, teachers and teaching assistants who donated their out-of-hours time, and our friends in the community, who helped FOL achieve the following:

1. *Library set-up and cataloguing:* Over many work parties, parents helped to sort through the books, clear out the Stork room, donate or source temporary bookcases, clean the Stork room carpets, entering all the existing books into the catalogue. We would particularly like to thank the former Radcliffe Science Library, University of Oxford, for donating several wood bookcases.
2. *Library refurbishment:* Parents have been helping the school organise quotes for a refurbishment of the main library (formerly the Stork classroom), a break-out area adjacent to the Stork room, and create a reading area in the link corridor.
3. *EYFS reading volunteers:* Thank you to all the parents who have volunteered their time to do one-on-one reading practice with Early Years Foundation Stage (EYFS) children following the return to school after the Mar-Sep 2020 coronavirus lockdown.
4. *Science Day:* Parents helped to coordinate and run sessions for the school's first Science Day, held in March just before the lockdown started. A report can be found in the Oxford Mail.
5. *Parent-lead work parties:* Several work parties were held to clean up the playground areas and do repairs around the school.

Ongoing/future projects for the 2020/2021 year

A. *School multicultural cookbook:* In the 2019/2020 year, parents emailed in favourite recipes, which will be printed in English (and if appropriate, the language of the culture from which the recipe derives, with all profits going to the school via FOL. This project is both a community-building and fundraising venture.

B. *Grant fundraising and donations:* After a slow start in the 2018/2019 year due to us being new to non-event fundraising, and disruptions due to the coronavirus pandemic in the 2019/2020, FOLNEF aims to apply for significantly more grants in the coming year. Many grants and requests for donations are not successful, so the more people involved in this, the higher the chance of success.

How you can help

1. Suggest new fundraising ideas
2. Contact FOLNEF about fundraising opportunities
3. Volunteer to write some grant applications
4. Volunteer your time at work parties
5. Volunteer your expertise

How to contact us

- FundraisingFOL@larkriseprimary.org
- ChairFOL@larkriseprimary.org
- TreasurerFOL@larkriseprimary.org
- SecretaryFOL@larkriseprimary.org
- CommunicationsFOL@larkriseprimary.org

ANNEXURE C
INSERT SHIN SHIN'S PROPOSAL

ANNEXURE D
CS proposal for Halloween